

FRANKLIN ELEMENTARY SCHOOL

STUDENT/PARENT/TEACHER HANDBOOK
2021-2022



“Tell me and I forget. Teach me and I’ll remember.
Involve me and I’ll learn.” ~Ben Franklin

Franklin Elementary School
95 Caldwell Avenue
Saddle Brook, NJ 07663
Phone: 201-843-8664
Fax: 201-843-3231
[Franklin School Website](#)

DISTRICT ADMINISTRATION

Mrs. Toni Violetti
Superintendent of Schools

Mr. Raymond G. Karaty
School Business Administrator

Dr. Lauren Reisenauer
Director of Special Services

Mrs. Jillian Cawley
Supervisor of Special Services

TBD
Director of Curriculum & Instruction

Mr. Chris Ianello
Athletic Director

Mrs. Sonya Otero
Data Coordinator/Technology Specialist

Mr. Mike Maher
District Technology Specialist

SADDLE BROOK BOARD OF EDUCATION

Mrs. Kelly Mahoney, President
Mrs. Michele Roloff, Vice President
Mr. Michael Accomando
Mrs. Mariana Ianneillo
Mr. Vincent Laurentino
Mr. Stephen Quinn
Mrs. Angela Robinson
Mr. Richard Scherer
Mrs. Sylvia Zottarelli

Franklin Elementary School:

Mrs. Lori Cohen, Principal

lcohen@sbpsnj.org

Mrs. Niki-Ann Ramos, Secretary

nramos@sbpsnj.org

Dr. Marianne DeAlessi, School Nurse

mdealessi@sbpsnj.org

Ms. Amy Abate, nee Byrnes, School Counselor

aabate@sbpsnj.org

Saddle Brook School District:

355 Mayhill Street

Saddle Brook, NJ 07663

201-843-2880

Franklin Elementary School Staff

Kindergarten: Mrs. Jennifer Prybicien	jprybicien@sbpsnj.org
Kindergarten Special Education: Mrs. Nicole McNamara	nmcnamara@sbpsnj.org
Kindergarten: Mrs. Beth Simon	bsimon@sbpsnj.org
Kindergarten Special Education: Ms. Marisa Calderio	mcalderio@sbpsnj.org
Grade One: Mrs. Kathleen Thompson	kthompson@sbpsnj.org
Grade One: Mrs. Dana Ashley	dashley@sbpsnj.org
Grade Two: Mrs. Patrizia Astorino	pastorino@sbpsnj.org
Grade Two: Mrs. Nermin Ramush	nramush@sbpsnj.org
Grade Three: Mrs. Fara Simpatico	fsimpatico@sbpsnj.org
Grade Three: Mrs. Kaitlin Ginley	kginley@sbpsnj.org
Grade Four: Mrs. Bridget Kelley	bkelley@sbpsnj.org
Grade Four: Mrs. Emily Takach	etakach@sbpsnj.org
Grade Five: Mrs. Christine Crowley	ccrowley@sbpsnj.org
Grade Five: Mr. Mark Malysa	mmalysa@sbpsnj.org
Grade Six: Ms. Karen Chappell	kchappell@sbpsnj.org
Grade Six: Mrs. Lori King	lking@sbpsnj.org
Special Education: Ms. Jessica Borzilleri	jborzilleri@sbpsnj.org
Special Education: Ms. Kelly Carolan	kcarolan@sbpsnj.org
Special Education: Ms. Anne Jaeger	ajaeger@sbpsnj.org
Reading Specialist: Mrs. Marisa Dunn	mdunn@sbpsnj.org
Math Basic Skills: Mr. Joseph Stapleton	jstapleton@sbpsnj.org
ELA/Math Interventionist: Ms. Nadine Brosnan	nbrosnan@sbpsnj.org
ELA/Math Interventionist: Ms. Devon Flood	dflood@sbpsnj.org
ELA/Math Interventionist: Mrs. Lisa Cennimo	lcennimo@sbpsnj.org
Music and Band: Mrs. Mary Schwartz	mschwartz@sbpsnj.org
Physical Education: Mr. Wayne Rogers	wrogers@sbpsnj.org
Art: Mrs. Michela Viscardi	mviscardi@sbpsnj.org
Spanish: Mrs. Amy Longo	alongo@sbpsnj.org
Speech: Mrs. Patricia Kordosky	pkordosky@sbpsnj.org
Occupational Therapy: Mrs. Kim Furando	kfurando@sbpsnj.org
Physical Therapy: Ms. Regina French	rfrench@sbpsnj.org
Social Worker: Mrs. Jennifer Cannon	jcannon@sbpsnj.org
Elementary School Counselor: Ms. Jessica Oliveira	joliveira@sbpsnj.org
ELL: Mrs. Kristina Terzian	kterzian@sbpsnj.org
Library/Media Specialist: Mrs. Junell Ferlanti	jferlanti@sbpsnj.org
Library/Media Specialist: Mrs. Suzanne Finan	sfinan@sbpsnj.org
Office/Clerical/Library Aide: Mr. Dylan Dorrian	ddorrian@sbpsnj.org

Saddle Brook Mission/Vision Statement:

The vision of the Saddle Brook Public School system is to foster an environment that promotes academic excellence through self-directed lifelong learning so that all students develop knowledge of self, community, and the world, actualized through self-awareness, self-respect, and tolerance. Such an environment is one in which:

- Students feel physically and emotionally safe.
- Students are actively engaged in the learning process.
- Students appreciate the important role communication plays in today's global society and have opportunities to engage in a wide variety of communicative activities.
- Students have opportunities for exploration, inquiry, and interaction, which will allow them to take initiative, be creative, and learn from mistakes.
- Students are encouraged to problem solve, think critically, and take responsibility for the decisions they make.

Through the commitment of staff, parents and community we will enable and empower our entire student population to develop into confident, productive, and well-informed individuals and citizens.

Policies and Regulations:

The Board of Education has authorized the Superintendent of Schools to promulgate administrative regulations except where approval by the Board of Education is required by statute or administrative code for the orderly operations of the Saddle Brook School District that are binding on all pupils, employees, and visitors to the district. These regulations apply to the entire school district. These regulations are available for your review on our school website.

Electronic Surveillance Disclosure:

Pursuant to Board of Education Policy 7441, the Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

Civil Rights Notification:

The following information is provided in compliance with federal and state civil rights guidelines.

District Nondiscrimination Policy:

The Saddle Brook Public Schools ensures all students in the public schools of Saddle Brook equal educational and vocational opportunity and all employees equal employment opportunity regardless of race, creed, color, religion, sex, ancestry, national origin, social or economic status, marital status, political affiliation and non-applicable handicap. Furthermore, the schools shall maintain working and academic environments free of harassment.

The district officers are:

- Affirmative Action Officer: Mr. Donald Meisch @ Saddle Brook Middle School: dmeisch@sbpsnj.org
- 504 Officer: Jillian Cawley @ The Office of Academic Programs: jcawley@sbpsnj.org

Grievance Procedures for Civil Rights Complaints:

Students in the Saddle Brook schools may file complaints regarding denial of civil rights through the pupil grievance process as described in the Board of Education Policy #5710, a copy of which may be requested from the building principal or the superintendent. In general, it requires that a written statement be filed with the building principal of the specific nature of the grievance, the facts of the situation, and the relief sought with reasons why that relief is appropriate. If the complaint is not satisfied at that level, it may be taken to the Superintendent and the Board of

Education, in that order. Students are urged to seek assistance from their parents as well as the district’s Affirmative Action Officer in the filing and processing of complaints.

Public Complaints and Grievances:

Board of Education Policy #9130 provides a comprehensive format for complaints related to personnel, the educational program, instructional or resource materials, and operations. Initially, requests and complaints “should be resolved, whenever possible, by informal discussion between or among interested parties. Matters which cannot be resolved may be appealed at successive levels of authority.” Parties interested in reviewing information about further action should ask for a complete copy of this policy from the school offices. Compliance with this policy would be greatly appreciated. The policy is consistent with good management procedure and “fair play.”

Pest Control Treatment:

A licensed contractor conducts pest control management on a monthly basis. The service will take place after school hours or during the weekend when the building is unoccupied. Please call the school office if you have any questions regarding this matter.

Principal’s Office:

Parents seeking a conference with the principal are asked to make an appointment with Mrs. Ramos in advance, so that a mutually convenient time may be scheduled. All classroom issues should first be addressed with a child’s classroom teacher via telephone, email, or personal conference.

Arrival and Dismissal Procedures

Grade:	Arrival Time:	Dismissal Time:	Franklin Elementary School door:
Kindergarten	8:35	3:05	Kindergarten Wing Door
Grade 1	8:35	3:05	Kindergarten Wing Door
Grade 2	8:35	3:05	Gym Landing Doors
Grade 3	8:35	3:05	Gym Landing Doors
Grade 4	8:35	3:05	Basketball Court Doors
Grade 5	8:35	3:05	Basketball Court Doors
Grade 6	8:35	3:05	Basketball Court Doors
Siblings	May enter the door assigned to the youngest sibling.	May be dismissed at the door assigned to the youngest sibling.	

School Hours:

Children should arrive at entrance no earlier than 8:35am, at which time teachers provide supervision. Except for band, chorus, and other planned activities, students should not be on school grounds prior to 8:35am.

- Breakfast Program: 8:05 - 8:35am

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

- Regular school hours for grades K-6: 8:35am - 3:05pm
- Lunch/Recess hours: Grade K,3, 5 and 6: 11:15: - 11:59 Grades 1,2, and 4: 12:00 - 12:44pm
- Minimum Day/Half-Day/Single Session Days: 8:35am - 1:00pm. No lunch is served during minimum days. All students will have snack each single session day.

Delayed School Opening/Emergency School Closing:

In the event that inclement weather necessitates a school closing, a delayed opening, or an early dismissal, parents will be informed via a “Reverse 911” telephone call from the school district. Parents may also access school closing information in the following ways:

- Check the main page of the Saddle Brook Public Schools website
- Once school has been closed or students have been dismissed early, all school activities are cancelled for that day.

Delayed Opening Time Schedule: Grades K-6: 10:45am - 3:05pm

Early Dismissal Time Schedule: Grades K-6: 8:45 - 1:00pm

Lunch Hours for Delayed Opening: Grade K,3, 5 and 6: 12:12 - 12:56pm Grades 1, 2, and 4: 12:58 - 1:42

School Breakfast Program:

Franklin School offers a breakfast program per state requirements. Students are allowed into the school building at 8:05am using the side entrance up the hill by the basketball courts. **The doors will close by 8:15.** Breakfast is served from 8:05 - 8:35am in our Multi-Purpose Room. Each morning the following will be offered: assorted cereals, graham crackers, milk, and juice. This year, breakfast is free to all students. Students in attendance must purchase and eat food while at breakfast.

Lunchtime and Recess Rules:

Students will be walked by their teacher to our Multi-Purpose Room for lunch. They are to abide by the following rules:

- They are to walk to their table and have a seat. Students are not required to sit with others in their homeroom, however, are asked to sit with their grade level. Students are to remain at their chosen seat for the remainder of that lunch period - they are not to walk around the MPR or switch seats.
- There is to be no overcrowding at the lunch tables - four students on a bench. We have more than enough tables in the MPR.
- Students are not to have glass bottles or lunches that require heating up.
- Students will be called by class to walk up and get their lunch.
- Students are responsible for the cleanup of that table/area. The table must be cleaned before the children will be dismissed for recess.
- Students are to walk to the MPR door and wait there for use of the restroom. A lunch aide will be at the door, and will permit 4 students at a time to use the boys’ or girls’ restrooms. If it is an emergency, the student is to tell the lunch aide and may use the bathroom in the Nurse’s Office.
- Students have approximately 20 minutes to eat lunch. The period is 44 minutes long. There are approximately 20 minutes for lunch and 20 minutes for recess.
- Students are not to bring their own toys/sports balls to lunch. Our PTA has a game closet and also has provided sports balls for outside recess.
- During inside recess, the students will stay in the MPR and play games or do arts-n-crafts as provided by our PTA. Students may rotate going into classrooms or the library with lunch aide supervision.
- During outside recess, students will rotate to our different areas. Children should always be dressed appropriately as we will always attempt to go outside for recess if it is above 35 degrees Fahrenheit. There is no football playing during recess. Students are not to play tag on the jungle gym or the blacktop area. Students must stay in their assigned grade level location for that day.

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

School Entry:

Children are not to report to school in the morning prior to 8:35am. At 8:35am, the Kindergarten door, the door on the side of the building (up the hill by the basketball courts) and the door at the gym landing (Lanza Ave.) will be unlocked with a teacher on-duty. Students should use the door that is closest to their drop-off and that will not require them to walk in our parking lot. Students coming from Hillside Avenue side, will use the crossing guard at the crosswalk to walk over and walk up the path to the side doors. Students coming from Lanza will walk up the stairs from the sidewalk to the entry door. Please be advised that we do have traveling teachers who may report to Franklin School between 8:30am and 9:00am. Due to this, we request that no one walks through the parking lot. In order to ensure the safety of our children, it is imperative that parents/guardians follow all driving regulations and obey local parking regulations, especially handicapped parking signs and bus drop off/pick up signs. Please do not park in people's driveways, the bus lane, or block driveways, and always use the crosswalks to walk across the street.

Upon entering the school building, students will proceed directly to their classroom. At 8:45am, the arrival doors will close and all students will begin their school day.

Student Tardiness/Early Dismissal:

All entry doors will be closed at 8:45am. All staff members who work door duty are instructed to close doors at 8:45am. Our staff must begin their teaching responsibilities at this time. Students who arrive after 8:45am are to walk up the front steps and enter through the front door. Parents should escort their children through the parking lot up the front steps. All late students are to report to the Nurse's Office where their tardiness will be entered into our system. Please make all efforts to have your child arrive at school before 8:45am. In order for your child to benefit from our school program and to avoid classroom disruption, we strongly urge you to make all appointments for your child before or after school hours. We understand that sometimes this may not be realistic. When these circumstances arise, please have your child prepared with a note stating the time they will be picked up at school or the reason why they are late. If you are picking up your child before dismissal time, you must sign your child out at the main office and your child will be called downstairs. Please allow yourself enough time for your child to pack up their belongings and travel to the main office. Students will not be sent downstairs to wait for an early pick-up at the main office. Please refer to the link: <https://www.sbpsnj.org> (Policy5240). A letter will be sent home before each report card if your child has reached 10 unexcused tardies.

Dismissal From School for Pupils and Requests for Supervision at Dismissal From School:

Please be advised that at the conclusion of each day, kindergarteners and first graders are released at the back of the building at the ramp that leads towards Lanza Avenue. Second and third graders are dismissed at the south exit by the gym landing, and fourth through sixth graders are released at the north exit by the basketball courts.

- Students who are released at the gym landing are to walk down the steps towards Lanza Avenue and walk on the sidewalk to their destination.
- Students who are released by the basketball courts are to walk across the pavement and go down the steps. They are not to walk through the parking lot. Even though we try our best to have no movement in the parking lot from 3:00 - 3:15pm, we do have traveling staff members and exceptions where staff may need to enter or leave the school parking lot.
- Crosswalks with crossing guards are to be used at all times.

The older siblings will be permitted to be dismissed with their siblings. From each of these locations, children are to be picked up by a parent or a parent's designee or they proceed to walk home alone, unless a parent has made other arrangements such as enrolling their child in the after-care services that are provided through AlphaBEST (see website for further information). In each case, parents need to inform their child's teacher regarding how their child will be dismissed after school. Parents are expected to pick up their children punctually at dismissal times, if that is the arrangement that a parent has made for his/her child at dismissal. Those children who are not picked up punctually will be escorted to the main office by their teacher, and office staff will then proceed to call each child's parents and emergency contacts to pick up the child. In accordance with Saddle Brook Policy #8601 Pupil Supervision After School

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

Dismissal, a parent may request that his/her children not be permitted to walk home from school alone unless escorted by a parent or a parent's designee. Please thoroughly acquaint yourself with this policy as well as the accompanying form on Genesis, Request for Supervision at Dismissal From School for Pupils in Grades K-6.

Students will only be released to a person who is listed as an Emergency Contact in our Genesis system. If the person is unfamiliar to our main office, he/she must show their ID in order for us to release the student. If the person who arrives to take home the student is not listed as an emergency contact, the parent/guardian must submit a request in writing (via note or email) for the release to occur.

Student Absence:

If your child is absent in the AM or PM on any given day, please call the school office @ 201-843-8664 by 8:45am and press "1" at the message prompt. Please leave your child's name, grade, teacher, and reason for absence. For the safety of our children, we will follow up all unconfirmed absences by a telephone call from our office to the parent/guardian's home and/or place of work. Parents will also receive an automated phone call alerting them of their child's absence.

Parents are asked to schedule all appointments and vacations for days when school is not in session. When parents/guardians know in advance of a unique or special family circumstance which will require absence from school, they must notify the classroom teacher, Dr. DeAlessi, and Mrs. Ramos in the main office in writing or email. If you wish to pick up missed assignments and/or homework, email your child's teacher before 8:45am. The teacher will only be able to gather the student's work during their "prep" time which varies each day. The teacher will bring the work down to the main office after dismissal, where it may be picked up until 4:00pm.

Note that any student who is absent during the school day may not attend nor participate in any school-related evening activities or performances.

ALL UNCONFIRMED ABSENCES WILL BE INVESTIGATED.

Please refer to Link: <https://www.sbpsnj.org/Page/766> (Policy 5200)

A letter will be sent home if your child has reached 10 unexcused absences.

Extended Student Absences:

Pursuant to the Saddle Brook Board of Education procedures adopted February 8, 2006, the following will apply when a student is absent from school for an extended family vacation during the school year, whereby a student misses an extended period of school over a consecutive calendar period:

A student who is out of school for ten consecutive days shall be marked absent each day.

As of day eleven, the absence will be changed to a withdrawal from school dated back to the first date of the absence.

If a family returns, the student will be re-admitted however a registration must be commenced and completed within a 30 day period. Note: The ten consecutive days of missed education shall not include school holidays.

Students who exhibit a pattern of excessive absences and/or tardies will be contacted by the principal. Letters will be sent home in accordance with the [Saddle Brook Board of Education Policy #5200](#).

Reverse 911:

Just as parents will be notified regarding school closings, delayed openings, and early dismissals via a Reverse 911 telephone call; parents may also be contacted via a Reverse 911 telephone call or text message regarding any other school emergency that may require an immediate parent response. Periodically, the school district and/or school may also initiate a Reverse 911 telephone call or text message to notify parents of special announcements.

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

School Security:

Security is taken very seriously for the protection of everyone in our building. Due to new security everyone must obey the following rules:

- Please call the school before arriving to volunteer, visit etc.
- All visitors will be issued a visitor's badge and will have to give their ID into the Main Office and pick it up when they leave.
- Anyone picking up a student who is not a parent will have to show their ID upon student pick up.

Visitors:

All visitors are to ring the front bell of the main entrance. Visitors are not permitted to enter through any other school door, unless given prior permission by the principal. All staff members and students have been directed to not open any doors in the building for visitors. Upon hearing the voice of the main office, you are to state your name and reason for your visit. All visitors must sign-in and stop in the school office when entering the school building. Each visitor will be issued a visitor's pass which must be worn to identify yourself as a visitor.

School Registration:

Parents seeking to enroll their children in the Saddle Brook School District should begin the process by following this link: <https://www.sbpsnj.org/Page/583>.

Address and Telephone Changes:

Parents should update email and telephone number changes directly into the Genesis Parent Portal. This is especially important in the event that an emergency contact needs to be made. Any address change within the district will also necessitate a district re-registration at the Office of the Superintendent as referenced above.

Parent-Teacher Conferences:

During parent-teacher conference week we will set aside a special time when you and your child's teacher(s) can discuss your child's progress. If you have more than one child in Franklin School, we will make every effort to schedule conferences with your children's teachers consecutively on the same day.

Birthdays/Holiday Celebrations/Invitations

- Class Parties hosted in conjunction with the PTO are held in October, December and June and will be no longer than 45 minutes in length.
- Class parties may include individual pre-packed store bought servings items only that meet our nutrition guidelines.
- Check with the teacher beforehand to approve all birthday giveaways, such as pencils, erasers, stickers, etc... **Food items are not to be exchanged for birthdays at this time.**
- Invitations for personal birthday parties must be distributed outside of school.

Nutrition Guidelines:

According to the Saddle Brook Board of Education Policy 8505, food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy with the exception of food of minimal nutritional value as defined by the USDA regulations (water ices, chewing gum, hard candies, jellies, gum, marshmallow candies, fondants, licorice, spun candy, candy coated popcorn). While special school celebrations may be exempt from the policy, we request and strongly encourage you to follow the standards outlined in the policy when sending in treats with your child. Such standards include:

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

- All snack and beverage items shall contain no more than 8 grams of total fat per serving.
- All snack and beverage items shall contain no more than 2 grams of saturated fat per serving.
- Beverages shall not exceed 12 ounces, with the exception of low fat milk and water.
- Foods of minimal nutritional value (as referenced above) may not be served at any time during the school day.

Medication Policy:

- The administration of medication shall be done only in exceptional cases wherein the pupil's health can be jeopardized without it.
- Pupils requiring medication - whether prescription or nonprescription - during school hours must have a written order from the family physician specifying the name of the drug, dosage, and time of administration.
- The parent or guardian must provide a written request for the administration of the prescribed medication in school.
- The medication should be brought to school in the original container, appropriately labeled by the pharmacist or physician.
- All medications will be kept in a locked space.
- Medication is to be administered in school only by the school nurse or parent/guardian.
- The school nurse will document and keep records of all medication given.

Use of Crutches:

The policy for the use of crutches in school by pupils is as follows:

1. A written statement from the family physician is submitted approving the use of crutches.
2. A written statement from the parent/guardian is submitted requesting that his/her child be permitted to use crutches in school.
3. School authorities will make special provisions to enable pupils to travel from class to class.
4. Other students may be appointed to assist a student on crutches in opening classroom doors, carrying books and supplies, etc.
5. Students on crutches should not be permitted on the playground during lunch period. They may walk outside to sit in the fresh air and talk to their friends.

Dress Code/Physical Education Apparel:

Please refer to the [Saddle Brook Board of Education Policy 5511](#) for detailed information.

Art Class Apparel:

Parents are required to provide an old, long-sleeved shirt or smock for their child to be worn as a protective covering during art class.

Personal Belongings:

Parents are advised to label all personal belongings including jackets, lunch boxes, novelty pens, etc. The school is not responsible for any toys, electronic devices, and other personal items that should be left at home. Please discourage your child from bringing valuable items to school. Disruptive or dangerous objects such as sharp tools, water guns, toy guns, etc. are not permitted. There is a Lost and Found area in our Multi-Purpose Room. Please send your child to Lost and Found to search for any lost or forgotten items.

Bicycles/Skateboard/Rollerblades:

The only students who are permitted to ride their bicycles to school are 5th & 6th grade students. The main office has permission slips you may obtain for riding a bike to school. Students are permitted to ride a bike to school as long as they have a signed permission slip. The school is not responsible for damage or theft of bicycles. Bicycle riders must wear a helmet according to state law. The riding of bicycles on school property is not permitted - bikes must be walked

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

when on school property - including the parking lot. Bicycles should be locked to prevent theft. Please contact the main office if you are in need of a lock to use/borrow for the day. Failure to abide by these rules will result in loss of bike-riding privileges. Skateboards and rollerblades are not permitted in the school or on school property at all times. Please refer to Saddle Brook Board of Education Policy and Regulation 5514.

Care of School Property:

School buildings, grounds, equipment, and supplies are a public trust, supported and maintained by public funds. Money used to replace carelessly treated property is money unavailable for worthwhile projects. It is the responsibility of ALL students to care for school property. This includes the care and use of books, computers, Chromebooks, iPads, supplies, equipment, and school property - including buildings and grounds.

Students can be a great help to our school building and property by:

- Taking care of school books. Lost and damaged books and other school property, such as calculators, will be the responsibility of the child; fines will be collected.
- Treating furniture in the school with respect. Refrain from marking desks, walls, or other school property.
- Placing waste paper and paper towels into the recycling/trash cans provided throughout the building.
- Reporting any damage to the office immediately.

Student Use of the Telephone:

The telephone is to be used in case of emergencies only. Please work with your child to help him/her come to school prepared for the school day with books, homework, instruments, etc. Phone calls home for these reasons are not considered emergencies. Students may not use personal cell phones in school for any purpose. These cell phones are to be powered off and stay in the backpack. Any digital watch or device that serves the same purpose of a cell phone is to be shut off and stay in a backpack. All calls home are to be made from the main office. Teachers are not to have students call home from the classroom phone.

Social Emotional Learning (SEL):

The Saddle Brook School District is invested in the social and emotional learning of each of our learners. SEL activities take place at the classroom, building and district level. Our students, families, and staff encompass our school community. In order to take care of one another, we need to take care of ourselves. We recognize this looks differently for each individual. Respecting this diversity, we aim to facilitate the building of positive relationships across these three constituencies. Learning will occur organically once all involved persons feel valued, protected, and connected. Follow this link to the district Social Emotional Learning webpage:

<https://sites.google.com/sbpsnj.org/sbps-sel-committee/home>

Code of Conduct - Acceptable and Unacceptable Behavior:

Acceptable Behavior:

1. Being prepared for class
2. Completing all class work, assignments, and homework
3. Using class time appropriately
4. Following directions and listening appropriately
5. Taking care of all school property, including books, materials, equipment, etc.
6. Acting with respect and responsibility during the school day and at school functions

Unacceptable Behavior:

1. Name calling, verbally putting down, making derogatory comments, teasing of others which causes offense to the person
2. Verbal abuse - to attack with cruel statements intending to insult a person, possibly having a negative emotional effect on the person
3. Verbal harassment - a pattern of abusive statements or language directed at another person

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

4. Use of profanity - use of unacceptable language or gestures, which is of an obscene or profane nature
5. Bullying - cruel behavior towards others
6. Intimidation - behavior which is intended to make others timid or frightened
7. Threats - expressing intention to inflict harm or pain to others
8. Discriminatory behavior - any behaviors which exclude or berate someone due to their racial, ethnic, or religious background, or due to their disability, age, or gender with the intent to harm physically or emotionally
9. Cheating - to act dishonestly on any academic work
10. Scuffle - physical contact between two people where harm could occur but is not intended (pushing, shoving, etc.)
11. Fighting - any physical confrontation between two or more people
12. Assault - intending to cause or recklessly cause bodily injury to another
13. Vandalism - the willful or malicious defacement or destruction of public or private property
14. Theft - to take the property of another without permission
15. Willful disobedience, refusal to follow directions, not reporting to class

Disciplinary Sanctions/Consequences:

Violations of the above unacceptable behaviors, school rules, cafeteria rules, etc. are subject to consequences. A student may receive a detention for however many days that the teacher decides, possible exclusion from special school activities (parties, field trips, assemblies, etc.) and/or suspension depending on the severity of the offense. Certain violations can result in a report being filed to the State of New Jersey, and/or notification to the local police department.

Procedure to Resolve Differences:

1. Discuss the complaint with the staff member involved. If the complaint is not satisfied, then you should follow the next step.
2. Discuss the complaint with the Principal. If a satisfactory adjustment cannot be made by the Principal, then the complaint should be referred to the Superintendent of Schools.
3. If the Superintendent does not resolve the matter to the satisfaction of the parties involved, the Board of Education will, if it deems advisable, grant a hearing to the parties interested.

Harassment, Intimidation, and Bullying (HIB) Information:

As a result of the New Jersey Anti-Bullying Bill of Rights Act signed into law in January of 2011, each school must establish a School Safety Team whose purpose is to prevent and address acts of harassment, intimidation, and bullying. Allegations of HIB may be referred to:

- Franklin School Principal - Mrs. Lori Cohen
 - 95 Caldwell Avenue; 201-843-8664
 - lcohen@sbpsnj.org
- Franklin School's Anti-Bullying Specialist - Mrs. Amy Abate nee Byrnes
 - 95 Caldwell Avenue; 201-843-8664
 - aabate@sbpsnj.org
- Saddle Brook Public School's District Anti-Bullying Coordinator - Mrs. Jaynellen Behre Jenkins
 - 355 Mayhill Street; 201-843-1142
 - jjenkins@sbpsnj.org
- [HIB Reporting Form](#)
- [HIB Information Page](#)

Multi-Tiered System of Support: (formerly known as I&RS)

The Franklin Elementary School Multi-Tiered System of Support support@sbpsnj.org is an interdisciplinary team consisting of teachers, the school nurse, the principal, and the parent/guardian(s) of a referred child. Our MTSS

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

Committee develops and monitors strategies for pupils experiencing academic and/or behavioral difficulties at school. It is a school service for classroom teachers who feel that a team approach may be helpful in discussing and developing solutions to difficulties experienced by a child in his or her class. It is an approach based on sharing and caring and has been a distinct benefit in helping many of our children to progress.

The MTSS Committee serves pupils by:

- Providing support and guidance to classroom teachers.
- Coordinating the access to and the delivery of school services for referred children.
- Planning and providing for appropriate interventions for referred pupils.
- Actively involving parents and guardians in the development and implementation of an Intervention and Referral Services Plan.

Procedure for Parental Requests for Referral to Child Study Team:

A parent may submit a written request for a Child Study Team evaluation for their child. The letter should include the student's name, age, name of attending school, and a brief description of the student's academic difficulty. The parent should also include a phone number at which he/she can be reached. This letter should be forwarded to:

*Director of Special Services
Washington School
225 Market Street
Saddle Brook, NJ 07663*

When a student is referred for an evaluation for special education services, the Child Study Team will convene a meeting within 20 calendar days (excluding school holidays, but not summer vacation). At This meeting, specific student information will be reviewed and a decision will be made whether or not an evaluation is warranted. Once the referral is received by the Child Study Team, the following information will be obtained by the student's assigned case manager:

- Written documentation of the implementation and effectiveness of interventions in general education (I&RS, Reading Reinforcement, Basic Skills, ESL...)
- Report cards (previous year, if applicable, and current year)
- Standardized test scores
- Audiometric and vision screening information
- A review and summary by the school nurse of available health and medication information
- Basic student information (date of birth, grade, teacher, parent names, address, phone numbers...)

Student's Basic Rights:

- The right to a safe environment.
- The right to freedom from discrimination.
- The right to educational opportunities.
- The right to inquiry and expression.

Student's Basic Responsibilities:

Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

Parent Teacher Organization (PTO):

Parents are a key factor to how well a child does in school. Parents are the first teachers a child has, and their role continues even after the child enters school. All parents are encouraged to join the PTO and participate in PTO

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.

Committee meetings that are monthly. The staff of Franklin Elementary School looks forward to working closely with the PTO for a successful and educational school year

Please follow COVID updated procedures for daily routine specific items during the 2021-2022 school year.